
OVERVIEW

Case service plans are used to document case planning and service provision to children in foster care and their families. The caseworker must use the case service plan to:

- Record information about the child and family.
- Identify the child's permanency planning goal.
- Identify efforts made to prevent removal and achieve the permanency planning goal.
- Document the placement selection criteria considered when choosing the child's placement.
- Describe efforts to engage the child's relatives, their participation in the case planning process, and their involvement with the child.
- Assess the child's status and services provided to ensure the child's medical, dental, emotional, mental, and educational well-being.
- Document visitation plans between the child and their parents, guardians, legal custodians, siblings, and others.
- Assess the continued need for intervention and/or placement.
- Document compliance with Indian Child Welfare Act (ICWA) and Michigan Indian Family Preservation Act (MIFPA) requirements for Indian children.
- Make recommendations to the court.

SERVICE PLAN DEVELOPMENT

Information Gathering

Caseworkers must gather information about the child and family from all available sources, including but not limited to:

- Interviews with the child, family members, and collateral contacts.

- Review of CPS materials, petitions, and any other prior case documentation.
- Review of assessments or reports from service providers.

Engagement of the Family Team

The caseworker must utilize the family team meeting (FTM) process during development and quarterly reassessment of the case service plan; see [FOM 722-06B, Family Team Meeting](#).

The caseworker must make efforts to engage the following individuals in development of the case service plan:

- All parents, guardians, or legal custodians with a right to reunification with the child.
- The child, when age appropriate.
- Caregivers.
- Other members of the family team, as appropriate.

Assessment

After gathering available information on the child and family and incorporating input from the family team, the caseworker must document within the case service plan:

- All pertinent historical information regarding the child and family.
- The needs and strengths of the child; see *Child Assessment of Needs and Strengths* in this item.
- The needs and strengths of any parents in a participating household; see *Assessment of Families* in this item.

This information is used to determine the primary barriers to achievement of the child's permanency plan and service needs of the child and family.

Treatment Planning

After identification of strengths, needs, and barriers, the team must create a plan to rectify any barriers to achievement of the permanency plan which must include:

- Appropriate treatment services are designed to address the child's needs and the primary barriers to achievement of the permanency planning goal.
- The individuals responsible for coordinating and implementing the plan.
- Timeframes for completion of action steps and goals identified in the treatment plan.

The caseworker must document the plan in the case service plan and treatment plan; see [FOM 722-08D, Treatment Plans](#).

Reassessment

Case service plans and treatment plans must be updated within the timeframes in this item to reassess the child and family's needs, progress toward treatment plan goals and outcomes, and barriers to permanency.

ONGOING CASE SERVICE PLANS

The caseworker must complete all case service plans for ongoing cases in MiSACWIS. Ongoing case service plans are completed on the DHS-441, Ongoing Case Service Plan. For detailed instructions regarding documentation requirements for initial and ongoing case service plans, see [FOM 722-08A, Ongoing Case Service Plans](#).

Legal Status

Ongoing case service plans are used for children with the following legal statuses:

- Legal Status 42 - Temporary Court Ward (Abuse/Neglect).
- Legal Status 51 - No Court Involvement/Voluntary Foster Care.
- Legal Status 90 - Delinquent Court Ward and Temporary Court Ward.

- Legal Status 92 - State Ward Delinquent Act 150 and Temporary Court Ward.

Termination of Parental Rights

If all parental rights to a child are terminated, the caseworker must complete the appropriate ongoing case service plan to accurately document services provided to the child and family prior to the termination.

The final ongoing case service plan report period must end on or after the date the judge signed the order terminating parental rights but may not exceed 90 days. The caseworker may shorten the ongoing case service plan report period to end on the date of the change in legal status.

The final ongoing case service plan must be completed as soon as possible to avoid unnecessary delays in changing the child's legal status and creating the permanent ward case in MiSACWIS. The permanent ward case must be created within five business days of receipt of the order terminating parental rights in order to ensure a timely referral for adoption services; see [ADM 0210, Referral to Adoption](#).

If the permanent ward case is created in MiSACWIS prior to completion of the final ongoing case service plan, the first permanent ward service plan must include an addendum documenting all information about the parents that would have been included in the final ongoing service plan; see [FOM 722-08A, Ongoing Case Service Plans](#), and [FOM 722-08B, Permanent Ward Service Plan](#).

Assessment of Families

If the child's permanency planning goal is reunification, the caseworker must assess the strengths and needs of any parents or legal guardians who are members of a participating household. The caseworker must assess the family's strengths and needs to determine the primary barriers to reunification and evaluate likely harm to the child if they are returned to or remain separated from their parent, guardian, or legal custodian.

Periodic reassessment of the family's strengths and needs is used to evaluate progress towards rectifying the conditions which lead to the child's removal.

Non-Parent Adults

The caseworker must assess non-parent adults, such as a parent's living together partner or other romantic partner, as necessary for case planning and to identify potential barriers to reunification. Circumstances requiring assessment of a non-parent may include:

- If the child is returned home, the non-parent adult will be living in the home or will spend a significant amount of time interacting with the child.
- The non-parent adult has a close personal relationship with the parent.
- The caseworker has reason to believe the non-parent adult may increase the risk of harm to the child if the child were to be returned home to the parent.

Participation in developing the case service plan and compliance with the plan is voluntary for non-parent adults unless ordered by the court; see [FOM 722-06, Case Planning](#).

Family Assessment of Needs and Strengths (FANS)

The caseworker must assess the strengths and needs of the child's parents or legal guardians by completing a FANS for each participating household; see [FOM 722-09A, Family Assessment of Needs and Strengths \(FANS\)](#) for timeframes and completion requirements.

Reunification Assessment

After completion of the FANS, the caseworker must assess barrier reduction and progress by the parents or legal guardians by completing the reunification assessment; see [FOM 722-09B, Reunification Assessment](#) for timeframes and completion requirements.

The failure of the parent to participate prior to the court's order of disposition is not considered non-compliance. If a service is unavailable, the parent should not be considered non-compliant with the treatment plan. If either of the above scenarios apply and the reunification assessment and structured decision making permanency planning decision tree indicates that the caseworker should recommend changing the permanency planning goal, the caseworker must override the recommendation; see [FOM 722-09B, Reunification Assessment](#).

Safety Assessment

The results of the reunification assessment determine whether a safety assessment is also required to determine if out-of-home placement continues to be necessary to ensure the child's safety or if the child can safely be returned home; see [FOM 722-09C, Safety Assessment](#). **Caseworkers must recommend return home of children in out-of-home care when the safety decision is:**

- Safe.
- Safe with services.

**Non-Participating
Households**

The caseworker is not required to complete a FANS or reunification assessment for non-participating households. A household may only be identified as non-participating under the following circumstances.

Cannot Locate/Unavailable

The caseworker completed a diligent search for parent with a legal right to the child and has been unable to locate the parent; see [FOM 722-06G, Efforts to Identify and Locate Absent/Putative Parent\(s\)](#) and [Absent Parent Protocol](#). The parent has not responded to mailings from the caseworker.

Deceased

The parent is deceased.

Not an Assessment Household

There is no legal, biological, or putative parent or legal guardian in the household, or the parent/guardian in the household was not a respondent in the child protective proceedings which lead to the child coming under MDHHS supervision.

Permanent Placement with a Fit and Willing Relative (PPFWR) or Another Planned Permanent Living Arrangement (APPLA)

Youth has a permanency planning goal of PPFWR or APPLA accepted by the court and approved by the Children's Services Agency or designee; see [FOM 722-07F, Permanency Planning - PPFWR and APPLA](#).

Parental Rights Terminated

Parental rights have been terminated.

Refused

The parent has indicated in writing to the court that they do not intend to participate in reunification services.

Reunification Services Not Needed Per Court Order

The court has determined reunification services no longer need to be offered to the parent.

Unwilling

The caseworker has attempted to engage the parent with legal rights to the child in reunification services through scheduled appointments in the office, in the parent's residence, or at a location designated by the parent at least once a month in a six-month period as documented in the case file; however, the parent does not participate as required.

**Initial Service Plan
(ISP)**

There must be only one ISP per custody episode. If the case is transferred to another agency in the middle of any report period, the receiving agency does not complete a new ISP; see Case Transfer in this item.

Report Period

The begin date of the ISP report period is the date the child was removed from the home. The initial case service plan report period may not exceed 30 days.

Report Date

The caseworker must complete the ISP in MiSACWIS within 30 calendar days of the child's removal. The ISP report date is the date when the caseworker routes the ISP to the supervisor for review and approval in MiSACWIS. The ISP is considered overdue if the report date is on or after the 31st day following the child's removal date.

Child Returned Home and Court Jurisdiction Dismissed

If a child is returned home **and** the court dismisses jurisdiction and a new petition is filed which results in the child being removed from the home again, a new ISP must be completed.

Child Returned Home and Court Continues Jurisdiction

If a child is returned home but is subsequently re-removed from the home while under court jurisdiction, the caseworker must describe the reasonable efforts to prevent removal in the appropriate section of the updated case service plan (USP).

New Sibling Added to an Existing Foster Care Case

If a new sibling is added to an existing foster care case, such as when a new sibling is born, the new sibling must have an ISP completed within 30 calendar days of the removal. Once the ISP for the new sibling has been completed, the new sibling may be included on the next USP with their siblings.

The caseworker must ensure there is no gap in report periods between the ISP for the new sibling and the first USP which contains the new sibling. There may be overlap in report periods for the new sibling's ISP and first USP when the new sibling is added to the older sibling's USP.

**Updated Service
Plan (USP)*****Report Period***

The begin date of the USP report period is the date after the report period end date of the prior case service plan. The updated case service plan report period may not exceed 90 days.

Report Date

The caseworker must complete the first USP in MiSACWIS within 120 calendar days of the child's removal, and not more than 90 days after the end of the ISP report period. The USP report date is the date when the caseworker routes the USP to the supervisor for review and approval in MiSACWIS. The USP is considered overdue if the report date is on or after the 91st day following the report period end date of the prior case service plan.

PERMANENT WARD SERVICE PLANS

The caseworker must complete all case service plans for permanent ward cases in MiSACWIS. Permanent ward service plans (PWSP) are completed on the DHS-442, Permanent Ward Service Plan. For detailed instructions regarding documentation requirements for permanent ward service plans, see [FOM 722-08B, Permanent Ward Service Plans](#).

Legal Status

Permanent ward case service plans are used for children with the following legal statuses:

- Legal Status 41 - Permanent Court Ward (Neglect).
- Legal Status 44 - State Ward (Abuse/Neglect).
- Legal Status 52 - Dual Wardship.
- Legal Status 91 - Delinquent Court Ward and Permanent Court Ward.
- Legal Status 93 - State Ward Delinquent Act 150 and Permanent Court Ward.
- Legal Status 94 - Delinquent Court Ward and State Ward.

Report Period

The begin date of the PWSP report period is the date after the report period end date of the prior case service plan. The PWSP report period may not exceed 90 days.

Report Date

The PWSP report date is the date when the caseworker routes the PWSP to the supervisor for review and approval in MiSACWIS. The PWSP is considered overdue if the report date is on or after the 91st day following the report period end date of the prior case service plan.

**YOUNG ADULT
VOLUNTARY
FOSTER CARE
SERVICE PLANS**

The caseworker must complete all case service plans for youth in young adult voluntary foster care (YAVFC) in MiSACWIS. YAVFC service plans are completed on the DHS-442, Permanent Ward Service Plan, regardless of prior wardship. For detailed instructions regarding documentation requirements for initial and ongoing case service plans, see [FOM 722-08C, Young Adult Voluntary Foster Care \(YAVFC\) Service Plans](#).

Legal Status

YAVFC Permanent Ward Service Plans (PWSP) are used for youth participating in the YAVFC program with Legal Status 56 - Young Adult Voluntary Foster Care.

Extending the Foster Care Case with YAVFC

If a youth is extending their foster care case through YAVFC, the caseworker must complete the appropriate ongoing or permanent ward case service plan through the date of dismissal of court jurisdiction of the abuse/neglect case.

Exception: If the previous service plan report period ended less than 30 days prior to dismissal of court jurisdiction, the caseworker may complete the [DHS-69, Foster Care/Juvenile Justice Action Summary](#), in place of the closing service plan; see [FOM 722-08E, Foster Care/Juvenile Justice Action Summary](#).

Report Period***YAVFC Initial Permanent Ward Service Plan***

The begin date of the YAVFC initial PWSP report period is the date the youth signs the [DHS-1297, Young Adult Voluntary Foster Care Agreement](#). The YAVFC ISP report period may not exceed 30 days.

YAVFC Permanent Ward Service Plan

The begin date of the YAVFC PWSP report period is the date after the report period end date of the prior case service plan. The YAVFC PWSP report period may not exceed 90 days.

Report Date***YAVFC Initial Permanent Ward Service Plan***

For youth extending, entering, or re-entering YAVFC, the caseworker must complete the YAVFC initial PWSP in MiSACWIS within 30 calendar days of the youth signing the DHS-1297, Young Adult Voluntary Foster Care Agreement; see [FOM 722-16, Young Adult Voluntary Foster Care](#). The report date is the date when the caseworker routes the service plan to the supervisor for review and approval in MiSACWIS. The YAVFC initial PWSP is considered overdue if the report date is on or after the 31st day following the youth signing the DHS-1297.

YAVFC Permanent Ward Service Plan

The caseworker must complete the first YAVFC PWSP in MiSACWIS within 120 calendar days of the youth signing the DHS-1297, and not more than 90 days after the end of the YAVFC initial PWSP report period. The YAVFC PWSP report date is the date when the caseworker routes the service plan to the supervisor for review and approval in MiSACWIS. The YAVFC PWSP is considered overdue if the report date is on or after the 91st day following the report period end date of the prior case service plan.

**SUPERVISOR
APPROVAL**

After the caseworker routes the service plan to the supervisor for review and approval, the supervisor must:

- Return the service plan to the caseworker for revisions and corrections, or
- Approve the service plan.

The supervisor must approve all case service plans within 14 days of the end of the report period.

CASE TRANSFER

If a case is transferred to another agency, a new ISP must not be completed.

**Transferring
Agency*****Transfers Less Than 30 Days After Report Period End Date***

If the previous report period ended less than 30 days prior to the date of transfer, the transferring agency must ensure the following are up to date in MiSACWIS, including any applicable changes since the previous service plan, for inclusion in the next case service plan:

- Social work contacts.
- Case services.
 - Prior case services must include a case service review through the end date of the service.
 - Current case services must include a case service review completed less than 30 days prior to case transfer that reflects the status of the case service, including any applicable changes or updates since the prior service plan.
 - Case services that have been identified as needed for the family, but have not yet been referred or provided, must be entered, and any barriers to participation must be identified.
- Visitation plans.
- Medical, dental, and mental health information; see [FOM 801-01, Health Requirements](#).
- Educational information; see [FOM 723, Educational Services](#).

Transfers 30 or More Days After Prior Report Period End Date

If the previous report period ended 30 or more days prior to case transfer, the transferring agency must complete the appropriate case service plan for the period that it was responsible for the case. The report period must not be greater than 90 days and must not end prior to the last day the transferring agency had case responsibility.

To prevent delays in case transfer and assignment of the new caseworker in MiSACWIS, the previous caseworker may be

assigned as a secondary worker in order to complete the transfer case service plan.

Receiving Agency

Within 30 days of the case transfer, the receiving agency must complete a modified service plan which addresses:

- The reason for the case transfer.
- Any necessary modifications to existing case service plans.

The modified case service plan does not have to be completed on the DHS-441 or DHS-442 format. The receiving agency may document the required information on a memo on agency letterhead. The caseworker and supervisor must sign the modified service plan, and the approved modified service plan must be uploaded to MiSACWIS.

CHILDREN PLACED IN A CHILD CARING INSTITUTION

If a child is placed in a child caring institution (CCI), the CCI must complete the DHS-365, Foster Care Structured Decision Making Residential Initial Service Plan and DHS-366, Foster Care Structured Decision Making Residential Updated Service Plan.

The assigned foster care caseworker must continue to complete the appropriate case service plan in MiSACWIS, as the residential forms do not address family planning, social work contacts made by the caseworker, recommendations to the court, or reasonable efforts as required by state and federal law. Caseworkers are not required to duplicate information provided by the residential care provider. Information from the residential service plans should be summarized in the case service plan.

PROGRAM/CASE CLOSURE

When court jurisdiction of a child/youth is dismissed, the caseworker must complete the appropriate ongoing or permanent ward case service plan through the date of dismissal of court jurisdiction of the abuse/neglect case.

Exception: If the previous service plan report period ended less than 30 days prior to dismissal of court jurisdiction, the caseworker may complete the [DHS-69, Foster Care/Juvenile Justice Action](#)

[Summary](#), in place of the closing service plan; see [FOM 722-08E, Foster Care/Juvenile Justice Action Summary](#).

DISTRIBUTION

Upon approval, the case service plan must be provided to:

- Court of jurisdiction.
- Legal parents or guardians.
- Attorneys for legal parents/guardians.
- Child's lawyer-guardian ad litem.
- Court appointed special advocate (CASA).
- Child's caregivers.
- Youth ages 14 and older.

The case service plan must be properly redacted prior to distribution; see [SRM 131, Confidentiality](#).

LEGAL

Federal

Social Security Act, 42 USC 671(a)(16)

Provides for the development of a case plan as defined in section 475(1) and in accordance with the requirements of section 475A for each child receiving foster care maintenance payments under the State plan and provides for a case review system which meets the requirements described in sections 475(5) and 475A with respect to each such child

Social Security Act, 42 USC 675(1)

Defines case service plan and information required to be in the case service plan.

Social Security Act, 42 USC 675(5)(A)

Requires that each child has a case plan designed to achieve placement in a safe setting that is the least restrictive (most family like) and most appropriate setting available and in close proximity to the parents' home, consistent with the best interest and special needs of the child.

State***MCL 712A.13a(1)(d)***

"Case service plan" means the plan developed by an agency and prepared under section 18f of this chapter that includes services to be provided by and responsibilities and obligations of the agency and activities, responsibilities, and obligations of the parent. The case service plan may be referred to using different names than case service plan including, but not limited to, a parent/agency agreement or a parent/agency treatment plan and service agreement.

MCL 712A.13a(10)(a)

The agency has the responsibility to prepare an initial services plan within 30 days of the juvenile's placement.

MCL 712A.13a(15)

The court shall include in an order placing a child in foster care an order directing the release of information concerning the child in accordance with this subsection. If a child is placed in foster care, within 10 days after receipt of a written request, the agency shall provide the person who is providing the foster care with copies of all initial, updated, and revised case service plans and court orders relating to the child and all of the child's medical, mental health, and education reports, including reports compiled before the child was placed with that person.

MCL 712A.18f

Report; preparation and contents of case service plan; order of disposition; updating and revising case service plan; rules; review by child's physician in case of abuse and neglect.

Licensing***Mich Admin Code R400.12418***

Development of service plans.

Mich Admin Code R400.12419

Initial service plans.

Mich Admin Code R400.12420

Updated service plans.

POLICY CONTACT

Direct questions about this item to the [Child Welfare Policy Mailbox](#).